



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## NOTICE OF VACANCY

**ANNOUNCEMENT NO. :** 2003-21  
**AREA OF CONSIDERATION:** Government-Wide  
**OPENING DATE:** 04/17/03  
**CLOSING DATE:** 05/01/03 (Must be received by 5:00 pm)  
**PROMOTION POTENTIAL:** GS-14  
**STARTING SALARY:** GS-13, \$69,054 - \$79,629 pa

**Equal Employment Opportunity Specialist, GS-260-13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Office of Equal Employment Opportunity, Diversity and Special Programs, Washington, DC.**

**DUTIES:** The incumbent develops and takes the lead on implementing a comprehensive agency-wide equal employment opportunity (EEO) program, designed to create a culturally competent workforce, optimize the appreciation of workforce diversity and minimize the occurrence of issues related to EEO and discrimination in the workplace. Represent the Agency in meetings and serves a liaison with the Equal Opportunity Commission (EEOC), Office of Personnel Management (OPM), Labor Department and the Merit Systems Protection Board (MSPD), Federal Labor-Relations Authority (FLRA). Processes formal discrimination complaints and takes action to expedite complaint processing. Works with agency leaders to develop policies and plans, which include workforce analysis and specific implementation strategies that ensure CSOSA meets goals. Conducts extensive workforce analysis of specific occupations, organizations and lines of progression to identify areas where women and minorities are underrepresented. Provide technical guidance, advice and assistance to EEO Counselors, investigators, employees and supervisors on all aspects of EEO. Identifies barriers to equal employment opportunities for minorities and women and recommends changes in policies and practices to eliminate such barriers. Evaluates the Agency's EEO complaints system and develops initiatives that focus on improving the efficiency and effectiveness of the overall EEO complaint system. Works with the EEO Director in preparing and submitting budgets for EEO administration and for agency-wide programs pertaining to EEO. Serves on or directs special interest work teams or task forces, both inter-agency and intra-agency. Provides advice, guidance and interpretation on all facets of the EEO program and makes policy and strategy recommendations to senior agency officials.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the next lower grade (GS-12) in the Federal service. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**IN ORDER TO RECEIVE FULL CONSIDERATION APPLICANTS MUST SPECIFICALLY ALL ADDRESS THE CRITICAL COMPETENCIES DESCRIBED BELOW.**

## **CRITICAL COMPETENCIES REQUIRED:**

**1) Technical Competency** –A) Demonstrated knowledge and skill in the administration of the Federal EEO, labor relations, and merit-based initiatives to develop programs. B) Demonstrated skill in planning, developing and evaluating programs that address diversity and EEO issues.

**2) Conflict Management** –Knowledge of conflict resolution procedures and Federal personnel management laws, legal principles, policies and practices.

**3) Reasoning** – Demonstrated knowledge to explain facts, data, or other information; analyzes information using qualitative and quantitative techniques and methodologies required to prepare EEO statistical and narrative analysis of the work force to monitor the effectiveness of affirmative employment programs.

**3) Oral and Written Communication** - Expresses ideas and facts effectively to a wide range of personnel both within and outside an organization; makes clear and convincing oral presentations, listens to others; facilitates an open exchange of ideas; expresses facts in writing in a succinct and organized manner. ***A WRITING SAMPLE MUST BE PROVIDED WITH YOUR APPLICATION.***

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency (CSOSA) as a federal agency on August 5, 2000. CSOSA has temporary excepted hiring authority. Employees on excepted service appointments are subject to a two-year trial period (or one-year for veterans).

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299. On a separate sheet of paper, you must specifically address your experience and/or education related to the critical competencies described above, giving specific examples. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the competencies in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility. In addition, candidates currently or previously employed by the Federal government should submit a copy of their latest Notification of Personnel Action (Standard Form 50) and a copy of their most recent supervisory performance appraisal to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or TTY (202) 220-5474. Applications must be **received** by 5:00p.m. on the closing date.

**Veteran's Preference:** If you are claiming veteran's preference, you must submit the following documentation to receive credit. **10 point Veteran's Preference:** A copy of your DD-214, Certificate of Release or Discharge from Active Duty and a letter dated within the past 12 months from the Veterans

Administration documenting your 10 Point Preference. **5 Point Veteran's Preference:** A copy of your DD-214.

**EMAIL ADDRESS:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**NOTE:** Appointee must successfully undergo a background investigation to determine suitability for employment. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

***CSOSA is an Equal Opportunity Employer.***